



# LARGE PROJECT CLOSEOUT REQUEST

## Applicant Information

Declaration No.	PA ID No.
Applicant Name	

## Project Information

PW No.	Project Title	Project Location
Total Amount Approved (100%)	Fed. Share Approved (75%)	Date Project Completed

## Final Project Costs

Total Costs Claimed (100%)	Cost Overrun Requested	Cost Underrun Requested
----------------------------	------------------------	-------------------------

## Applicant Certification

The Applicant certifies the following (check all that apply):

- |   |   |
|---|---|
| <input type="checkbox"/> All work under the PW is 100% complete.*   | <input type="checkbox"/> All work was completed according to the PW scope of work.*   |
| <input type="checkbox"/> No further claims will be made for the PW.*  | <input type="checkbox"/> Eligible work was completed within the required project performance period and/or copies of all approved time extension requests are attached.*  |
| <input type="checkbox"/> Documentation is attached to support all costs claimed.*   | <input type="checkbox"/> All work was completed in compliance with Special Conditions   |
| <input type="checkbox"/> Invoices, bills, receipts<br><input type="checkbox"/> Payroll and/or equipment records<br><input type="checkbox"/> Bid and contract documents<br><input type="checkbox"/> Permits<br><input type="checkbox"/> Proof of insurance | <input type="checkbox"/> Insurance (Section 311 of Stafford Act)<br><input type="checkbox"/> Historic Preservation (36 CFR Part 800)<br><input type="checkbox"/> Mitigation (Section 406 of Stafford Act)<br><input type="checkbox"/> Environmental (Section 316 of Stafford Act) |

\* Required certification

Applicant's Agent (signature)	Applicant's Agent Name (printed)	Applicant's Agent Title	Date
-------------------------------	----------------------------------	-------------------------	------

## Grantee Certification

The Grantee certifies they have reviewed and confirmed the information contained in this Large Project Closeout Request and requests the funding be adjusted as shown and the large project PW be closed.

PA Group Supervisor (signature)	PA Group Supervisor Name (printed)	Date
---------------------------------	------------------------------------	------

## FEMA Review

- Reviewed and version processed (if necessary)
- PW closed in EMMIE
- Notification sent to the Grantee

Signature	Print Name/Title	Date
-----------	------------------	------

## **Instructions for completing the IEMA Large Project Closeout Request Form**

---

**Purpose** The purpose of this form is for applicants to request the closeout of large projects and certify compliance with certain criteria.

**General** All items on the form must be completed by the Applicant and returned to the Illinois Emergency Management Agency (IEMA). Incomplete forms will be returned to the Applicant.

---

### ***Applicant Information***

Declaration No. Enter the four-digit Federal Declaration Number. This number is assigned by FEMA once the disaster or emergency has been declared by the President. This number is included on the Declaration the Fact Sheet.

PA ID No. Enter the applicant's Public Assistance (PA) ID Number. This number is assigned by FEMA and was provided to the applicant on the application forms and will usually be in the XXX-YYYYY-ZZ format.

Applicant's Name Enter the name of the Applicant organization or jurisdiction.

### ***Project Information***

PW No. Enter the Project Worksheet (PW) Number

Project Title Enter the Project Title as shown on the PW

Project Location Enter the Project Location as shown on the PW

Total Amount Approved Enter the Total Amount Approved (100%) as shown on the PW

Fed. Share Approved Enter the Federal Share Approved as shown on the PW

Date Project Completed Enter the date the project work was completed

### ***Final Project Costs***

Total Costs Claimed Enter the total costs being claimed for the project (100%)

Cost Overrun Requested Enter the amount of any cost overrun requested (100%). A cost overrun is when additional funding is being requested. If a cost overrun is not being requested leave this blank.

Cost Underrun Requested Enter the amount of any cost underrun requested (100%). A cost underrun is when all of the funding is not used and excess funding needs to be deobligated. If a cost underrun is not being requested leave this blank.

### ***Applicant Certification***

Check boxes Check all boxes that apply. The applicant must check and certify the items identified by an asterisk (\*). Attach all documentation required (e.g. cost, bid/contract, permits, insurance).

Signature The Applicant's Agent or Applicant's Authorized Representative must sign, print their name and title and date the form.

### ***Grantee Certification***

Certification The Grantee (IEMA) will review and certify the information contained in the Large Project Closeout Request. The Grantee may also perform a large project final inspection before making this certification.

### ***FEMA Review***

Review FEMA will review the Large Project Closeout Request, make a determination on the final eligible project costs and close the Project Worksheet (PW). FEMA may also ask for additional information or perform a final inspection as part of this review.